

ANNEX C: QUERY FORM

Deadline for Queries: Saturday 05 December 2015, 23:59 hours
Deadline for publication of answers to Partner's Queries: Monday 07 December 2015

Call for Expression of Interest (CEI) Issued by UNHCR Greece

Call Reference No.:	Support to implementation of Hotspot and Relocation Scheme and to the Strengthening of the Asylum Reception Capacity: "Establishment of 20,000 reception places in support of the relocation scheme"
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Queries by Interested Applicants

QUESTIONS	ANSWERS
About the Project, Objectives, Expected Outcomes and Main Activities	
<p>- Can an organization implement a relocation project based on a contract agreement where a whole building is offered for usage by third country nationals, not depending on the voucher scheme proposed in the call?</p>	<p>The scheme lists 4 type of accommodation schemes:</p> <ul style="list-style-type: none"> - Hotel Vouchers - Apartment Rental - Hotel Rentals - Host Families <p>We assume the "whole building" stated in the question is a combination of apartments (or a hotel rental) and, therefore, it meets one of the options listed above.</p> <p>Regarding the ownership of the building, if the owners have a legal status in the country and they are legally allowed to rent the premises, nationality should not be an issue.</p>
<p>- We would have one question about the call for proposals that was just sent out for the 20 000 shelter places. The scheme foresees two axes: creation of shelter for relocation; and creation of shelter for asylum seekers who can't benefit from relocation.</p> <p>On that last one, we have trouble understanding the table stating that total beneficiaries are estimated to number 21 500 people. We don't quite understand the calculation behind it. We understand that for the 1st month, if 1000 people are registered every week by the asylum service, you will find yourself with 4000 asylum seekers needing accommodation, but for the second month, that number seems to have dropped even though 2000 people are considered as registered every week. We don't understand the calculation for months 2, 3, 4, 5 and 6. Maybe you could help?</p>	<p>The calculation of the number of beneficiaries is done taking into consideration turn of tenancy an apartment can host during a 2 year period, taking into consideration that a beneficiary can stay up to 6 months and the number of months of rent per apartment will vary. This is:</p> <ul style="list-style-type: none"> - If the apartment is rented on month 1, the expected turn of tenancy is 4 in 24 months; - If the apartment is rented on month 2, the expected turn of tenancy is 3.8 in 23 months - If the apartment is rented on month 3, the expected turn of tenancy is 3.7 in 22 months - If the apartment is rented on month 4, the expected turn of tenancy is 3.5 in 21 months - If the apartment is rented on month 5, the expected turn of tenancy is 3.4 in 20 months - If the apartment is rented on month 6, the expected turn of tenancy is 3.3 in 19 months <p>If we multiply the number of beneficiaries in months 1, 2, 3, 4, 5 and 6 per the turn of tenancy, and we add them all, we have the 21,500 expected beneficiaries.</p>
<p>- The concept note can include both target groups (relocation and asylum seekers not qualified for relocation) or should be a separated concept note for each group?</p> <p>- In the case of a concept note for both the target groups there is a percentage for each of them?</p> <p>- Can an organization submit more than one concept notes with different activities?</p>	<p>Only one concept note per organization should be presented including all target groups and activities.</p> <p>No percentage (%) has been allocated. However, the estimated number of beneficiaries (relocation / asylum seekers Greece) has been already identified within the Call for Expression of Interest.</p>

<ul style="list-style-type: none"> - Is it asked to prioritize one of the target groups (i.e. relocation group or not relocation) or the proposal can be submitted for both target groups? - Is it asked to submit a proposal for a variety of locations e.g. from the spots to mainland? - Could the proposal combine accommodation <ul style="list-style-type: none"> a. to different needs or b. to target groups ? - The concept notes should describe activities in national or regional level? 	<p>Proposals can include one or all target groups, one or all areas and one or all modalities of accommodation. The proposal can also prioritize a specific target group, and one or different locations or accommodation arrangements, depending on capacity and area of coverage. Proposals should describe the activities in the area of coverage defined by the organization.</p>
<ul style="list-style-type: none"> - There is a special form in the case of a consortium for partner declaration or each partner of the consortium should submit each own? 	<p>Same format should be used for individual or group proposals. However, group arrangements should be clearly described when applicable.</p>
<ul style="list-style-type: none"> - Can an organization participate in more than one concept note, in the case of a consortium? - Is there a limit of concepts note that an organization can participate as leading or partner organization? - There is a special form in the case of a consortium for partner declaration or each partner of the consortium should submit each own? 	<p>If an organization is part of a Proposal submitted by a group of NGOs (i.e. Consortium), and also would like to submit a separate Proposal, it can be done, but:</p> <ul style="list-style-type: none"> - the NGO must clearly describe the situation as part of the individual proposal; and, - activities in both applications should be different in nature and in location. <p>No limit has been established, but above notes should be taken into consideration.</p>
<ul style="list-style-type: none"> - Is it possible for an applicant organization to submit a concept note for only one specific activity, like provision of medical services? - Will concept notes concerning only the provision of services to the accommodation facilities, such as interpretation services or escorting of beneficiaries, but not the actual setting up of a facility, be eligible for review? 	<p>Yes, if it relates to services described/required within the Call for Expression of Interest, it can be submitted and will be reviewed.</p>
<ul style="list-style-type: none"> - The note focuses mainly on the provision of accommodation capacity and some basic services. Save the Children and partner NGOs focus on the most vulnerable children, including unaccompanied children, who are in need of a range of support services, such as care, protection, recreational activities, legal information, psycho-social support, family tracing services, (informal) education and activities in the community. Can these services be included as objective in the concept note in order to fulfil the rights and meet the critical needs of UAC and minimum standards of care and protection? 	<p>Yes, it can. As mentioned above, proposals can include all target groups, all areas and all modalities of accommodation, as well as the proposal can prioritize a specific target group, a/different location(s) or accommodation arrangements, depending on capacity and area of coverage. The Committee will ensure that there is no duplication between activities/objectives included in proposals and regular activities/projects under implementation.</p>
<ul style="list-style-type: none"> - Vulnerable families and children at risk, notably unaccompanied and separated children, need to be identified, their needs need to be assessed and they need to be provided with information on asylum seeking and hotspot/relocation procedures in Greece in order to be referred to these services when in their best interests, in the areas of arrival (islands). Can this service be included as objective in the concept note? - Save the Children and partners have set-up transit housing for extremely vulnerable UAC as an alternative for protective custody/detention during the registration process with the police, in first line reception areas (on Lesbos as a pilot), can this service be expanded and included as objective in the concept note on the islands where hotspot procedures will be established? 	<p>Yes. Please include the service/objective within the proposal for consideration by the Committee. The Committee will ensure no duplication and complementarity between activities/objectives included in proposals and regular activities/projects under implementation.</p>

<p>- Regarding the target group and specifically for unaccompanied minors are special provisions, like supervision, considered eligible under this call?</p>	<p>Yes, please include them in the proposal</p>
<p>-If the capacity of accommodation is not fully achieved due to external reasons or there are delays does that affect the project's integrity and accordingly its expenditure?</p> <p>-Deriving from the above what happens to the contracts we sign with flat owners or hotels?</p>	<p>This question involves different scenarios:</p> <ul style="list-style-type: none"> - On the one hand, we expect partners will commit to provide accommodation arrangements as of a specific date depending on actual/genuine secured capacity to receive beneficiaries as per the date to be agreed. If delays with the accommodation takes place, and beneficiaries find themselves without accommodation, this will create a major disruption and affect the integrity of the project; and, - On the other hand, if the numbers of beneficiaries are lower than the expected number, there could be some impact on the budget, but it will depend on the type of activity and not completely across the project. For example: <ul style="list-style-type: none"> o if arrangement is provided by hotel vouchers, then the number of vouchers will be lower and there will be a reduced expenditure; o there will be no impact on apartment/hotel rentals, as we assume rentals will be done on a yearly basis and payment will have to be done regardless of the number of beneficiaries hosted; o there could be low expenditure for transportation costs, medical provision, etc. <p>As the project will include regular reporting requirements (financial and narrative), actual expenditure and level of implementation will be discussed on a regular basis and necessary adjustments will be made accordingly.</p>
<p>- The note includes that there needs to be a clear exit strategy developed, after the asylum seeking process of the beneficiaries provided with accommodation has been completed. For children who may go through the relocation scheme this may not be an issue, however for those seeking asylum in Greece it will. In Greece, there has been/is insufficient capacity to provide UAC (those who have been granted with refugee status, as well as those whose asylum claim has been rejected) with care, protection, education, integration and durable solutions support. When organizations take on the responsibility of assuming care and protection of UAC during their asylum seeking process, their needs to be guaranteed longer term support to continue to provide care and protection after the asylum seeking process of unaccompanied children has been completed. How can an exit strategy be guaranteed, while longer term minimum support services are not (yet) in place/insufficient for UAC and while AMIF funding and/or other funding resources have not yet been secured and allocated to provide UAC with longer term protection and care in Greece?</p>	<p>Please describe the problem in the proposal. These cases will need to be analysed as part of the exceptional circumstances and negotiations/discussion with the government will have to take place. The accommodation scheme is aimed to support the Greek government's response for a temporary period, while this current emergency regularizes and while the permanent capacity is established as per the national law.</p>
<p>- How will the allocation of AMIF be coordinated/aligned with the funding of UNHCR for 2016-2017 in Greece?</p>	<p>This is a specific time-bound project supported by the EU for the specific purpose listed on the Call for Expression of Interest. It is not linked to projects supported under AMIF.</p>
<p>- What form is expected for the hotel vouchers e.g. prepaid voucher or agreement on demand?</p>	<p>Either, it is up to the partner to describe the expected methodology in the proposal.</p>
<p>- Is there any cost per beneficiary estimated under the specific call?</p>	<p>No</p>

About the forms and how to submit a proposal + About submitting supporting documents	
- What is the size limit for the uploading of the project concept note? How many MB?	There is no pre-established limit. Thus, UNHCR e-mail system can accept up to 5 MB. If a proposal is larger than 5MB, the proposal and documents should be divided and sent separately.
- Can supporting documents be submitted as an annex to the concept note or they should be submitted as separate .pdf files?	Yes, it is up to the organization presenting the proposal.
- Within this call of interest should be submitted any supporting documents beside the ones that are required in the form provided? Should this form be submitted from each partner in the case of a consortium?	Required supporting documents are described in the Call for Expression of Interest. However, organizations are free to add any additional documents they see necessary to support their Proposals. In case of a consortium / group application, supporting documents for all organizations are necessary.
- If they are submitted as additional .pdf files, what is the file number limit and what is the file size limit accepted by the electronic submission platform?	There is no pre-established limit. If the proposal and supporting docs are larger than 5MB, the proposal should be divided and sent separately.
- In the case of a consortium there should be submitted an agreement of cooperation between under this call until 14/12/2015?	If already available, it will be a plus. If not, the agreement of cooperation can be presented later when/if the proposal has been approved for partnership.
Any other questions not included above	
- If the concept note will be accepted will it be followed by a full proposal, budget and other project documents for approval? - If so, what will be the timeline?	Preparation of the full proposal will be done immediately after the selection of the partners with the aim to start implementation as of 01.01.2016. UNHCR will sign a Project Partnership Agreement (PPA) with the organizations approved.
- Is there a funding ceiling/limit for organizations submitting a concept note? - Is there any limit of the total cost for each concept note?	No, there is no ceiling/limit
- In the case of contribution of resources by the "HR" is the contribution of voluntary work eligible and is there any rate?	Yes, partner contribution to the project is part of the criteria (see Call for Expression of Interest document). No rate has been pre-defined.
- There is a specific plan in the matter of cash flow or can you inform us about the funding procedure?	Project Partnership Agreements with UNHCR include a budget and instalment plan depending on the planned monthly expenses during the actual implementation of the project.
- The estimation of the budget required should be in euro or dollars?	In local currency (Euro)
- The contribution in cash is obligatory for each concept note?	The contribution of the organization(s) should be stated as per the description within the Call for Expression of Interest. Quantifying the contribution is needed.
- There should be a specific separated bank account for the project? If the answer is yes since the capital control still active in Greece how UNHCR is going to overlap this obligation?	Yes, the project will require the use of a separate bank account; thus, an existing bank account can be assigned to the project, provided it will be specific to this project.
- Is there any mapping of availability for apartments or hotels been done from UNHCR?	No mapping is available.